



**EMERGENCY ORDER**  
**IN AND FOR THE CITY OF SEQUIM, WASHINGTON**  
**No. 2020-10**

**Regarding the expedited hiring of a temporary full-time IT Technician to assist City staff in meeting the increased technology and support demands caused by responding to and recovering from the COVID-19 crisis.**

Policy/Budget ☒ (Council)      **City Clerk use only:** Presented to Council \_\_\_\_\_  
Administrative (City Manager) ☐

On March 16, 2020, at a special meeting of the City Council of the City of Sequim, the City Council issued a Proclamation of Civil Emergency due to the novel corona virus (COVID-19) outbreak that was identified as a pandemic by the World Health Organization on March 11, 2020.

The Proclamation of Civil Emergency was issued pursuant to Sequim Municipal Code 2.60, RCW 35A.38.010, and RCW 38.52.070(2) based on the public health threat posed by COVID-19 and is consistent with concurrent emergency declarations issued by the President of the United States and the Governor of the State of Washington.

On March 23, 2020 Governor Inslee issued Proclamation 20-25 – “Stay Home Stay Healthy”, which ordered everyone to shelter in place unless 1) performing essential activities and/or 2) working in essential business services.

The response mandated by emergency orders addressing the pandemic have directly resulted in many City staff and officials conducting City business remotely from their homes using City provided equipment and software, much of which is unfamiliar to the users.

The emergency response resulted in the establishment of the Sequim Emergency Coordinating Center (ECC) at the Guy Cole Event Center, where the City’s IT Department is directly responsible for supporting the technology needs of that facility for multiple public agencies, including the Fire District and Clallam County.

The City staff that continue to work on-site at the Civic Center also require ongoing regular technical assistance and assistance meeting new Open Public Meetings Act technological requirements to comply with the Governor’s “Stay Home, Stay Healthy” orders.

The City’s Proclamation of Civil Emergency allows the City Manager to, among other things, employ temporary workers as needed to address the emergency.

On April 2, 2020 the Governor extended his emergency Proclamation (20-05) and his “Stay Home, Stay Healthy” Order until May 4, 2020 at 11:59 p.m., which increases the need for hiring temporary technical staff.



The City foresees increased IT department workload throughout the pandemic response and recovery period.

**NOW, THEREFORE, IT IS HEREBY DIRECTED AND ORDERED THAT:**

**Section 1.** The City of Sequim may hire a full-time temporary IT Technician I/II to support its organizational needs through the COVID-19 crisis and recovery. This temporary position will be reevaluated upon return to normal operations. The total salary and benefits costs for this position are estimated up to \$83,000/annually.

**Section 2. Presentation, Ratification, Termination.** Emergency Orders issued under the March 16, 2020 Proclamation of Civil Emergency will be filed with the Legal Department and presented by the City Clerk as soon as practicable to the City Council for ratification and confirmation, modification, or rejection, if applicable.

Rejected orders will be void after the Council vote rejecting them.

Until such time as Council acts, Emergency Orders will be considered in full force and effect.

**Section 3. Duration.** Unless modified, extended, or terminated by the Sequim City Council or Sequim City Manager, as applicable, this Emergency Order is effective immediately and remains in effect until **May 4, 2020 at 11:59 p.m.** hours unless extended.

SIGNED this 7<sup>th</sup> day of March, 2020, at — hours.

CITY OF SEQUIM

A handwritten signature in blue ink, appearing to read 'Charles P. Bush', written over a horizontal line.

Charles P. Bush, City Manager

Approved as to form:

A handwritten signature in black ink, appearing to read 'Kristina Nelson-Gross', written over a horizontal line.

Kristina Nelson-Gross, City Attorney

Attest:

A handwritten signature in black ink, appearing to read 'Sara McMillon', written over a horizontal line.

Sara McMillon, City Clerk



## IT Technician I/II - Temporary

Salary ☺	Depends on Qualifications	Location ☺	Sequim, WA
Job Type	Seasonal	Department	Information Technology
Job Number	20-00005		
Closing	Continuous		

### DESCRIPTION

### BENEFITS

### QUESTIONS

#### Job Summary

*This temporary position supports the organization's IT efforts during the declared Civil Emergency related to COVID-19. The position will be re-evaluated upon return to normal operations.*

Under general supervision, perform installation, upgrading and maintenance of PCs, printers, and other hardware devices. Install, upgrade, and maintain operating systems and application software for PCs and related equipment. Perform implementation and maintenance activities related to the City's network and telecommunication systems. Maintain a user help desk and provide technical support to end users. Participate in evaluating and recommending new technologies and provide technical advice and support to City users in the appropriate use of technology.

We have one opening for either an IT Tech I or IT Tech II, depending on candidate level of experience to be determined by organization.

*Level I:* Limited experience requiring greater amount of direction from the IT Manager.

*Level II:* Increased experience/certification allowing for more complex tasks with less supervision.

This position is open until filled.

#### Essential Duties and Responsibilities

1. Evaluate, install, upgrade, and maintain hardware for City PCs, printers, and all related equipment.
2. Evaluate, install, upgrade, and maintain Windows operating system, office productivity software, financials software, desktop maintenance software, etc. for City PCs and all related equipment.
3. Assist the Systems Analyst with support of the City's local and wide area networks (LAN/WAN) and infrastructure. Install, configure, maintain, and optimize Windows network operating system and server-based software and databases.
4. Coordinate the IT helpdesk by providing technical support to end users. Track incident and service requests, route to necessary IT personnel, and escalate as needed. Update inventory of all user computers, mobile devices, and components.
5. Assist with implementation and maintenance of Internet and Intranet web sites. Install, configure, maintain, and optimize security and remote access software.
6. Maintain City's phone system. Support current needs and make recommendations for future needs. Program VOIP phone system including voice mail and auto attendant functions.
7. Develop and conduct end-user training on Windows, Microsoft 365, networking, internet/intranet, and other technology resources. Develop periodic IT newsletter, computer tips and other documentation and procedures.
8. Performs other duties of a similar nature or level as required.

#### KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the principles and practices of local area network software and hardware, installation, and maintenance of a variety of software packages commonly used on personal computers including word processing, spreadsheets and imaging and file recovery software; and personal computer hardware installation and repair. Basic knowledge of team building, conflict resolution, and problem-solving techniques.
2. Skill at installing and performing routine maintenance on computer and network equipment; assessing/troubleshooting reported service interruptions/problems.
3. Ability to: interpret and explain hardware and software application solutions to users; develop and implement computer training. Organize and prioritize work under pressure, work effectively with people from a variety of backgrounds.

#### Minimum Qualifications

Associate degree in Computer Science, Information Systems, or related field and one or more years of experience in installation and maintenance of Windows based PCs, TCP/IP networks and business telecommunication systems or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job. A valid Washington State driver's license within 30 days of hire is required. Fingerprinting and background check required for CJIS (Criminal Justice Information Services) certification within 30 days of hire.

#### SPECIAL REQUIREMENTS and/or CERTIFICATIONS

- A Microsoft 365 and CompTIA A+ certifications or equivalent current industry standard certifications highly desired. Continued education/training and pursuit of more advanced certifications are strongly encouraged and supported.

#### Supplemental Information

##### WORKING CONDITIONS

To perform the essential functions of the job, incumbents must be able to perform the following: Stopping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing/listening, seeing/observing and repetitive motions. This individual must have the ability to exert up to 80 pounds of force occasionally, and/or up to 50 pounds of force frequently to move objects.